



Law Enforcement Records and Information Association

Executive Board Meeting Minutes

| | | |
|-------------|---------------------------|---|
| Date | November 8-9, 2022 | Semiahmoo Resort, Blaine, WA/ Online Meeting |
| Time | 1330-1400 | |

Members in attendance:

| | | | | | |
|-------------------------------------|--------------------------------|--|-------------------------------------|---------------------------------|--|
| <input checked="" type="checkbox"/> | President | Kirsty Jones | <input checked="" type="checkbox"/> | Director | Heather Ging |
| <input type="checkbox"/> | 1 st Vice President | Candice Mauracher <i>(Absent – excused)</i> | <input type="checkbox"/> | Director | Erica Meeks <i>(Absent – excused)</i> |
| <input checked="" type="checkbox"/> | 2 nd Vice President | Cathy Munoz | <input checked="" type="checkbox"/> | WASPC Ex-Officio | Joan Smith |
| <input type="checkbox"/> | Secretary | Ellen Hyde <i>(Absent-unexcused)</i> | <input checked="" type="checkbox"/> | Past President | Jeanne Johnson Jacobs |
| <input checked="" type="checkbox"/> | Treasurer | Ilia Heath | <input checked="" type="checkbox"/> | Committee Chair (Training) | Heather Ging |
| <input type="checkbox"/> | Director | Lisa Edlin <i>(Absent-excused)</i> | <input type="checkbox"/> | Committee Chair (Conference) | Candice Mauracher <i>(Absent – excused)</i> |

- 1) Call to order @ 1330 – Kirsty Jones
- 2) Call for Additional Agenda Items – Kirsty Jones – No additional agenda items
- 3) Approval of November 2021 Minutes – No minutes were taken for November 2021
- 4) Treasurer Report – Ilia Heath, presented by Kirsty Jones – No concerns or changes noted
- 5) Membership Report - Kirsty Jones – Membership is still growing, no concerns or changes
- 6) Training Report - Heather Ging, presented by Kirsty Jones – Training attendance is strong, no concerns or changes
- 7) Legislative Report – Cathy Munoz – Nothing to report
- 8) 2022 Election Results – Kirsty Jones – Election results as follows:
 - a. 20 votes were cast, 19 were valid – one agency voted twice, and first vote was counted
 - b. President – Cathy
 - c. 1st VP – Candice

- d. 2nd VP – No nominees but a write in – will contact to see if interested
- e. Secretary – Heather
- f. Director – No nominees but a write in – will contact to see if interested
- g. All bylaws were approved by vote

9) Motion to destroy ballots by Cathy, 2nd by Jeanne

10) Adjournment

- a. Motion to adjourn Jeanne, seconded by Ilia
- b. Adjourned at 1339



LEIRA

Treasurer's Report

Bank Balances as of 11/04/22

| | |
|-----------------|--------------------|
| Checking | \$25,352.39 |
| Savings | \$40,385.09 |
| Total | \$65,737.48 |

LEIRA

Statement of Activity

September 1 - November 1, 2022

| | TOTAL |
|---------------------------------|-------------------|
| Revenue | |
| Earned Interest | 1.33 |
| Membership | 350.00 |
| Regional Training | |
| 07 Reg Trng-Jul | 3,000.00 |
| 10 Reg Trng-Oct | 1,595.00 |
| 12 Reg Trng-Dec | 1,185.00 |
| Total Regional Training | 5,780.00 |
| Total Revenue | \$6,131.33 |
| GROSS PROFIT | \$6,131.33 |
| Expenditures | |
| Credit Card Payments Fees | 241.24 |
| Executive Board | 4,992.00 |
| Presidents Expense | 162.96 |
| Regional Trainings | |
| 10 Regional Training-Oct | 1,105.00 |
| Total Regional Trainings | 1,105.00 |
| Total Expenditures | \$6,501.20 |
| NET OPERATING REVENUE | \$ -369.87 |
| NET REVENUE | \$ -369.87 |



LEIRA

Budget vs. Actuals: 2022 Budget - FY22 P&L

September 1 - November 1, 2022

| | SEP 2022 | | OCT 2022 | | NOV 1, 2022 | | TOTAL | |
|---------------------------------|---------------------|---------------------|-------------------|---------------------|------------------|---------------------|-------------------|----------------------|
| | ACTUAL | BUDGET | ACTUAL | BUDGET | ACTUAL | BUDGET | ACTUAL | BUDGET |
| Revenue | | | | | | | | |
| Earned Interest | 0.65 | | 0.68 | | | | \$1.33 | \$0.00 |
| Membership | 100.00 | | 250.00 | | | | \$350.00 | \$0.00 |
| Regional Training | | | | | | | | |
| 07 Reg Trng-Jul | | | 3,000.00 | | | | \$3,000.00 | \$0.00 |
| 10 Reg Trng-Oct | 1,595.00 | | | | | | \$1,595.00 | \$0.00 |
| 12 Reg Trng-Dec | 1,050.00 | | 135.00 | | | | \$1,185.00 | \$0.00 |
| Total Regional Training | 2,645.00 | | 3,135.00 | | | | \$5,780.00 | \$0.00 |
| Total Revenue | \$2,745.65 | \$0.00 | \$3,385.68 | \$0.00 | \$0.00 | \$0.00 | \$6,131.33 | \$0.00 |
| GROSS PROFIT | \$2,745.65 | \$0.00 | \$3,385.68 | \$0.00 | \$0.00 | \$0.00 | \$6,131.33 | \$0.00 |
| Expenditures | | | | | | | | |
| Awards and Plaques | | 12.50 | | 12.50 | | 12.50 | \$0.00 | \$37.50 |
| Capital Outlay | | 141.67 | | 141.67 | | 141.67 | \$0.00 | \$425.01 |
| Conference Future | | 416.67 | | 416.67 | | 416.67 | \$0.00 | \$1,250.01 |
| Credit Card Payments Fees | 99.56 | 208.34 | 111.83 | 208.34 | 29.85 | 208.34 | \$241.24 | \$625.02 |
| Executive Board | 4,992.00 | 666.67 | | 666.67 | | 666.67 | \$4,992.00 | \$2,000.01 |
| Legislative | | 83.34 | | 83.34 | | 83.34 | \$0.00 | \$250.02 |
| Membership Promotions | | 41.67 | | 41.67 | | 41.67 | \$0.00 | \$125.01 |
| Presidents Expense | 162.96 | 416.67 | | 416.67 | | 416.67 | \$162.96 | \$1,250.01 |
| Professional Services fees | | 1,000.00 | | 1,000.00 | | 1,000.00 | \$0.00 | \$3,000.00 |
| Regional Trainings | | 2,083.34 | | 2,083.34 | | 2,083.34 | \$0.00 | \$6,250.02 |
| 10 Regional Training-Oct | | | 1,105.00 | | | | \$1,105.00 | \$0.00 |
| Total Regional Trainings | | 2,083.34 | 1,105.00 | 2,083.34 | | 2,083.34 | \$1,105.00 | \$6,250.02 |
| Scholarship | | 50.00 | | 50.00 | | 50.00 | \$0.00 | \$150.00 |
| Total Expenditures | \$5,254.52 | \$5,120.87 | \$1,216.83 | \$5,120.87 | \$29.85 | \$5,120.87 | \$6,501.20 | \$15,362.61 |
| NET OPERATING REVENUE | \$ -2,508.87 | \$ -5,120.87 | \$2,168.85 | \$ -5,120.87 | \$ -29.85 | \$ -5,120.87 | \$ -369.87 | \$ -15,362.61 |
| NET REVENUE | \$ -2,508.87 | \$ -5,120.87 | \$2,168.85 | \$ -5,120.87 | \$ -29.85 | \$ -5,120.87 | \$ -369.87 | \$ -15,362.61 |

LEIRA

Statement of Activity

January 1 - November 1, 2022

| | TOTAL |
|---------------------------------|--------------------|
| Revenue | |
| Earned Interest | 6.63 |
| Membership | 14,800.00 |
| Regional Training | |
| 03 Reg Trng-Mar | 2,600.00 |
| 05 Reg Trng-May | 5,950.00 |
| 06 Reg Trng-Jun | 1,740.00 |
| 07 Reg Trng-Jul | 20,750.00 |
| 10 Reg Trng-Oct | 2,520.00 |
| 12 Reg Trng-Dec | 1,915.00 |
| Total Regional Training | 35,475.00 |
| Total Revenue | \$50,281.63 |
| GROSS PROFIT | \$50,281.63 |
| Expenditures | |
| Credit Card Payments Fees | 1,323.38 |
| Executive Board | 4,957.00 |
| Miscellaneous Expenses | 84.50 |
| Presidents Expense | 1,612.97 |
| Professional Services fees | 8,329.29 |
| Regional Trainings | |
| 05 Regional Training-May | 3,110.00 |
| 06 Regional Training-Jun | 1,440.00 |
| 07 Regional Training-Jul | 14,000.00 |
| 10 Regional Training-Oct | 1,105.00 |
| Total Regional Trainings | 19,655.00 |
| Total Expenditures | \$35,962.14 |
| NET OPERATING REVENUE | \$14,319.49 |
| NET REVENUE | \$14,319.49 |



LEIRA

Budget vs. Actuals: 2022 Budget - FY22 P&L
January 1 - November 1, 2022

| | JAN 2022 | | FEB 2022 | | MAR 2022 | | APR 2022 | | MAY 2022 | | JUN 2022 | | JUL 2022 | | AUG 2022 | | SEP 2022 | | OCT 2022 | | NOV 1, 2022 | | TOTAL |
|---------------------------------|-------------------|---------------|-------------------|---------------|-------------------|---------------|-------------------|---------------|-------------------|---------------|-------------------|---------------|-------------------|---------------|-------------------|---------------|-------------------|---------------|-------------------|---------------|---------------|---------------|---------------------|
| | ACTUAL | BUDGET | ACTUAL | BUDGET | ACTUAL | BUDGET | ACTUAL | BUDGET | ACTUAL | BUDGET | ACTUAL | BUDGET | ACTUAL | BUDGET | ACTUAL | BUDGET | ACTUAL | BUDGET | ACTUAL | BUDGET | ACTUAL | BUDGET | |
| Revenue | | | | | | | | | | | | | | | | | | | | | | | |
| Earned Interest | 0.68 | | 0.61 | | 0.68 | | 0.63 | | 0.70 | | 0.65 | | 0.63 | | 0.72 | | 0.65 | | 0.68 | | 0.68 | | \$6.63 |
| Membership | 5,800.00 | | 5,150.00 | | 1,400.00 | | 550.00 | | 150.00 | | 500.00 | | 200.00 | | 700.00 | | 100.00 | | 250.00 | | | | \$14,800.00 |
| Regional Training | | | | | | | | | | | | | | | | | | | | | | | \$0.00 |
| 03 Reg Trng-Mar | | | | | 350.00 | | 100.00 | | 1,700.00 | | 350.00 | | | | | | | | | | | | \$2,000.00 |
| 05 Reg Trng-May | | | | | 1,845.00 | | 50.00 | | 1,250.00 | | 5,250.00 | | 9,400.00 | | 1,850.00 | | 1,595.00 | | 3,000.00 | | | | \$1,750.00 |
| 07 Reg Trng-Jun | | | | | | | | | | | | | | | | | | | | | | | \$0.00 |
| 09 Reg Trng-Aug | | | | | | | | | | | | | | | | | | | | | | | \$0.00 |
| 10 Reg Trng-Oct | | | | | | | | | | | | | | | | | | | | | | | \$2,520.00 |
| 12 Reg Trng-Dec | | | | | | | | | | | | | | | | | | | | | | | \$0.00 |
| Total Regional Training | 750.00 | \$0.00 | 1,400.00 | \$0.00 | 2,195.00 | \$0.00 | \$3,005.63 | \$0.00 | \$4,290.70 | \$0.00 | \$6,990.65 | \$0.00 | \$9,400.00 | \$0.00 | \$4,295.72 | \$0.00 | \$2,745.65 | \$0.00 | \$3,135.00 | \$0.00 | \$0.00 | \$0.00 | \$65,475.00 |
| GRCS PROFIT | \$6,550.68 | \$0.00 | \$6,550.61 | \$0.00 | \$6,595.68 | \$0.00 | \$3,005.63 | \$0.00 | \$4,290.70 | \$0.00 | \$6,990.65 | \$0.00 | \$9,400.00 | \$0.00 | \$4,295.72 | \$0.00 | \$2,745.65 | \$0.00 | \$3,135.00 | \$0.00 | \$0.00 | \$0.00 | \$60,291.63 |
| Expenditures | | | | | | | | | | | | | | | | | | | | | | | |
| Awards and Plaques | | | | | | | | | | | | | | | | | | | | | | | \$137.50 |
| Capital Outlay | | | | | | | | | | | | | | | | | | | | | | | \$0.00 |
| Conference Future | | | | | | | | | | | | | | | | | | | | | | | \$0.00 |
| Credit Card Payments Fees | | | | | | | | | | | | | | | | | | | | | | | \$2,291.66 |
| Executive Board | | | | | | | | | | | | | | | | | | | | | | | \$735.33 |
| Marketing Promotions | | | | | | | | | | | | | | | | | | | | | | | \$0.00 |
| Miscellaneous Expenses | | | | | | | | | | | | | | | | | | | | | | | \$84.50 |
| Professional Services Fees | | | | | | | | | | | | | | | | | | | | | | | \$4,593.33 |
| Regional Trainings | | | | | | | | | | | | | | | | | | | | | | | \$11,000.00 |
| 05 Regional Training-May | | | | | | | | | | | | | | | | | | | | | | | \$11,000.00 |
| 06 Regional Training-Jun | | | | | | | | | | | | | | | | | | | | | | | \$0.00 |
| 07 Regional Training-Jul | | | | | | | | | | | | | | | | | | | | | | | \$0.00 |
| 10 Regional Training-Oct | | | | | | | | | | | | | | | | | | | | | | | \$0.00 |
| Total Regional Trainings | \$16.10 | \$0.00 | \$6,461.67 | \$0.00 | \$7,111.19 | \$0.00 | \$3,124.40 | \$0.00 | \$4,290.70 | \$0.00 | \$6,990.65 | \$0.00 | \$9,400.00 | \$0.00 | \$4,295.72 | \$0.00 | \$2,745.65 | \$0.00 | \$3,135.00 | \$0.00 | \$0.00 | \$0.00 | \$22,916.66 |
| Scholarship | | | | | | | | | | | | | | | | | | | | | | | \$1,400.00 |
| Total Expenditures | \$16.10 | \$0.00 | \$6,461.67 | \$0.00 | \$7,111.19 | \$0.00 | \$3,124.40 | \$0.00 | \$4,290.70 | \$0.00 | \$6,990.65 | \$0.00 | \$9,400.00 | \$0.00 | \$4,295.72 | \$0.00 | \$2,745.65 | \$0.00 | \$3,135.00 | \$0.00 | \$0.00 | \$0.00 | \$22,916.66 |
| NET OPERATING REVENUE | \$6,434.58 | \$0.00 | \$6,461.67 | \$0.00 | \$6,711.19 | \$0.00 | \$3,124.40 | \$0.00 | \$4,290.70 | \$0.00 | \$6,990.65 | \$0.00 | \$9,400.00 | \$0.00 | \$4,295.72 | \$0.00 | \$2,745.65 | \$0.00 | \$3,135.00 | \$0.00 | \$0.00 | \$0.00 | \$-50,328.13 |
| NET REVENUE | \$6,434.58 | \$0.00 | \$6,461.67 | \$0.00 | \$6,711.19 | \$0.00 | \$3,124.40 | \$0.00 | \$4,290.70 | \$0.00 | \$6,990.65 | \$0.00 | \$9,400.00 | \$0.00 | \$4,295.72 | \$0.00 | \$2,745.65 | \$0.00 | \$3,135.00 | \$0.00 | \$0.00 | \$0.00 | \$-50,328.13 |

Current Membership as of 11/04/22

| | |
|---------------------|------------|
| Admin | 10 |
| Lifetime | 28 |
| Member | 385 |
| Total | 423 |
| Prospect | 481 |
| Total Active | 904 |

New Memberships 12/1/21-11/4/22

| | |
|----------------|----|
| December 2021 | 1 |
| January 2022 | 14 |
| February 2022 | 15 |
| March 2022 | 11 |
| April 2022 | 9 |
| May 2022 | 10 |
| June 2022 | 16 |
| July 2022 | 4 |
| August 2022 | 10 |
| September 2022 | 2 |
| October 2022 | 5 |
| November 2022 | 1 |

Membership Renewals (breakdown by month)

| | |
|----------------|-----|
| November 2021 | 0 |
| December 2021 | 40 |
| January 2022 | 130 |
| February 2022 | 12 |
| March 2022 | 7 |
| April 2022 | 2 |
| May 2022 | 4 |
| June 2022 | 2 |
| July 2022 | 1 |
| August 2022 | 0 |
| September 2022 | 0 |
| October 2022 | 0 |

Lapsed Membership

| | |
|--------------------------------|-----|
| Lapsed 2 years of more | 90 |
| Lapsed 6 months to 1 year | 180 |
| About to lapse next 31-60 days | 390 |



LEIRA 2022 Training Report

| Courses | Date | Registered |
|---|-----------------|------------|
| Firearm Background Check Program Q&A | January 19 | 93 |
| Intro to Public Disclosure | March 9 | 40 |
| PRI – Redacting Records | May 5 | 35 |
| BWC Panel – They Are Here | May 25 | 86 |
| PRI – Intro to LE Records Management | June 15 | 10 |
| Advanced Public Disclosure | July 14 | 53 |
| Authentic and Deliberate Leadership: The West Point Way | July 15 – Oct 7 | 16 |
| PRI – Sealing and Expunging | October 4 | 13 |
| Intro to Public Disclosure | October 27 | 24 |

Upcoming Course

| Course | Date |
|-------------------------|------------|
| PRI – Redacting Records | December 6 |

2023 Training Plans

| Upcoming Courses | Dates | Trainer(s) |
|----------------------------|---------------|-----------------------------|
| Intro to Public Disclosure | January 25 | Cathy Munoz and Julie Ubert |
| IAPE | April 11 & 12 | IAPE Trainer |
| IAPE Supervisor Course | April 13 | IAPE Trainer |
| Advanced Public Disclosure | May 8 | Karen Horowitz |

2023 LEIRA Conference

October 3-5

Semiahmoo Resort in Blaine, WA

Courses TBD but there will be courses for Evidence, Leadership and Records



LEIRA EXECUTIVE BOARD

"Dedicated to the advancement of knowledge through sharing & exchange of professional experiences & technology"

President: Kirsty Jones ♦ Past President: Jeanne Johnson Jacobs ♦ 1st Vice President: Chris Leyda
♦ 2nd Vice President: Cathy Munoz ♦ Treasurer: Ilia Heath ♦ Secretary: Ellen O'Brien
♦ Director: Heather Ging ♦ Director: Erica Meeks ♦ Director: Lisa Edlin ♦ Ex-Officio: Joan Smith - WASPC

To: LEIRA Executive Board

From: Cathy Munoz, 2nd Vice President/Legislative Committee Chair

Ref: Legislative Report

Date: October 31, 2022

I was able to virtually attend the Sunshine Committee 4th quarter meeting. There was nothing of interest to law enforcement records.

Kirsty was able to virtually attend the WASPC legislative committee priorities meeting. There was nothing relevant to public records proposed.

If anyone has any suggestions for the committee to pursue or questions, please reach out to us.

Respectfully Submitted,

Catherine S Munoz

Cathy Munoz